



Metropolitan Nashville Public Schools believes that computer networked services, email, internet access, and other teacher-aided software, if used appropriately, is an integral part of the educational process. Issuing Portable Technology Devices (PTDs) is a means to provide these services on an extended basis. Such extended use allows for increased access to educational tools, thereby aiding the teacher/administrator in effective implementation of Metropolitan Nashville Public Schools' educational goals.

Disbursement and Collection of Portable Technology Devices

Disbursement

Metropolitan Nashville Public Schools will loan laptops and other PTDs to teachers on an annual basis to support instruction and administrative duties. Disbursement of PTDs will be done at each school in a designated location. Each employee receiving a PTD is required to sign an Internet and Email Use agreement form pursuant to DSOP 6130 as well as a PTD Agreement form. Signing of these documents is mandatory to receive a PTD.

Collection

Each PTD will be collected at the end of each school year by a district-wide designated date(s). The purpose of this collection is so that devices may have an annual repair, hard drive clean up, and upload of the latest software. Employees desiring to retain their PTD during the summer will be required to submit a Summer Request form specifying educational justification for retention. Forms for extended retention will be reviewed by the principal to verify legitimacy. Extended contract employees and extended retention users would have a separate designated date for collection and repairs. Collection of PTDs will occur at the same location at the point of disbursement. Employees will be required to immediately return their PTDs if there are any spontaneous district-initiated updates and repairs to be completed. An employee who changes positions or leaves the district must immediately return their PTD or receive deductions from their financial disbursement.

Date Published
September
2008

Revision History

Review
Annually

Portable Technology Device Usage

MNPS owned PTDs are provided for the exclusive use of MNPS employees and provided exclusively for educational purposes. Educational purposes are those that are related to the preparation of classroom lectures, assignments, educational presentations, and other pertinent school business, which also includes purposes related to job performance.

Use of Portable Technology Devices at Home

Employees are not permitted to download or upload any files such as mp3 files, wmv files, games etc. that are not related to job performance. The employee, in whose name a PTD is issued, will be responsible at all times for its appropriate use, whether the PTD is in or out of the employees' possession.

Connection to the Internet and Shared Resources

Home Internet service shall not be provided to MNPS employees. However, employees may connect to home or wireless networks to gain access to the Internet. Employees must adhere to District Policies 6102, 6103, 6120, and 6125 at all times while using the MNPS issued PTD. Access to the MNPS Virtual Private Network (VPN) shall only be granted upon the recommendation of the immediate supervisor.

Damage, Loss, and Theft of Portable Technology Devices

It is the employee's responsibility to exercise reasonable care to protect the PTD from damage, loss, or theft. Lost or damaged PTDs should be reported to the principal and the IT Help Desk. In the event that a PTD is stolen, a theft report shall be filed with the police department and the police report shall be submitted to the Safety and Security Office.

Repair and Replacement of Portable Technology Devices

Each employee with a PTD is responsible for reporting necessary repairs to their Technology Support Specialist. All repairs, upgrades, or installations of hardware and/or software will be completed by the Technology Support Specialist. Employees should not attempt to make any repairs to their PTD or upload any additional software to their PTD. Employees will be issued a temporary PTD if their device requires extended repairs. Devices which are rendered inoperable due to device failure will be replaced at no cost to the employee.

Training

Prior to the issuance of PTDs, employees are required to attend an MNPS training seminar on the use of their PTD. Optional training seminars will be conducted throughout the school year. All new hires must complete PTD use training.

References and Authority

DSOP 6102- Access to MNPS Data
DSOP 6105- Computer Software Licenses Compliance
DSOP 6106- Computer Software Purchases
DSOP 6125- Computer Passwords
DSOP 6130- Internet and Email Use Policy
DSOP 6120- Computers Unattended

DSOP 6103- Access to MNPS Network